



STATE OF CALIFORNIA

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**CALIFORNIA SCHOOL FINANCE AUTHORITY**

304 S. Broadway, Suite 550  
Los Angeles, CA 90013  
TELEPHONE: (213) 620-4467  
FAX: (213) 620-6309  
www.treasurer.ca.gov/csfa

Katrina Johantgen  
Executive Director

**MEMBERS**

Bill Lockyer, Chairman  
*State Treasurer*

Ana J. Matosantos  
*Department of Finance*

Jack O'Connell  
*Superintendent of Public Instruction*

## JOB OPPORTUNITY BULLETIN

<b>Class:</b>	<b>Staff Services Analyst/ or Associate Governmental Program Analyst</b>
<b>Tenure:</b>	<b>Permanent</b>
<b>Time Base:</b>	<b>Full-Time</b>
<b>Salary:</b>	<b>\$2817 - \$4446 SSA \$4400 - \$5348 AGPA</b>

Under the general direction of the Executive Director, performs analytical duties on bond and grant financing programs for school districts and charter schools; reviews applications for financing, and determines eligibility per established statutory and regulatory requirements and prepares summary reports thereon for the Executive Director and the Authority; provides technical review of bond, grant and loan documents to ensure that the interests of the Authority are protected. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Assists with analyzing and interpreting applications for financing/funding consideration from a variety of school districts and charter schools, including the type of project, use of funds, sources of revenue and other matching funds, historical and pro forma financial statements and projected debt service coverage; assists in preparing written summary on financing or funding to be included in recommendations to the Authority members and other interested parties; and present application and other information orally at public meetings.
- Provide technical review of all bond documents required for each financings completed by the Authority; make content judgment on documents to ensure that the interests of the Authority and the State are clearly represented and that any and all financial calculations are accurate; advise the Executive Director on the structure of each financing, including issue type, credit enhancement provisions, ratings from national rating agencies, matching funds requirements, rate structures, repayment provisions, etc.
- Assist with the preparation and monitoring of rulemaking files and consultant contracts necessary to carry out the functions of the Authority, including development of related documents such as RFP's, selection of bidders and the coordination of duties as defined under the scope of services.
- Assist in the development and maintenance of data bases and other processes necessary to record, monitor and report all applications and funding related to the Authority. Complete special projects as required by the Executive Director involving existing or proposed financings and prepare reports thereon.

**DESIRABLE QUALIFICATIONS:**

- Ability to handle multiple assignments and critical deadlines.
- Strong analytical skills
- Ability to work cooperatively with others.
- Computer skills are an asset.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Analyst/ or Associate Governmental Program Analyst, or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) Please provide proof of eligibility required for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "298-5157-002" next to the classification on your application/resume, i.e., Staff Services Analyst/ or Associate Governmental Program Analyst, CSFA (298-5157-002).

**FINAL FILING DATE:**

Applications will be accepted until **FILLED**. Applications will be screened and only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Michelle Bell  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
Calnet (916) 453-3100

An equal opportunity employer-equal opportunity regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the American Disabilities Act (ADA). If you need additional information or assistance, please contact the California School Finance Authority at (916) 651-7712 or TDD (916) 654-9922.